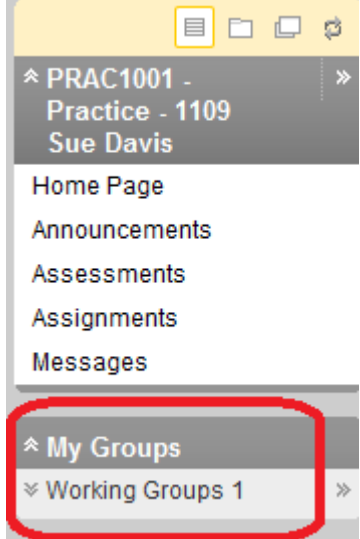

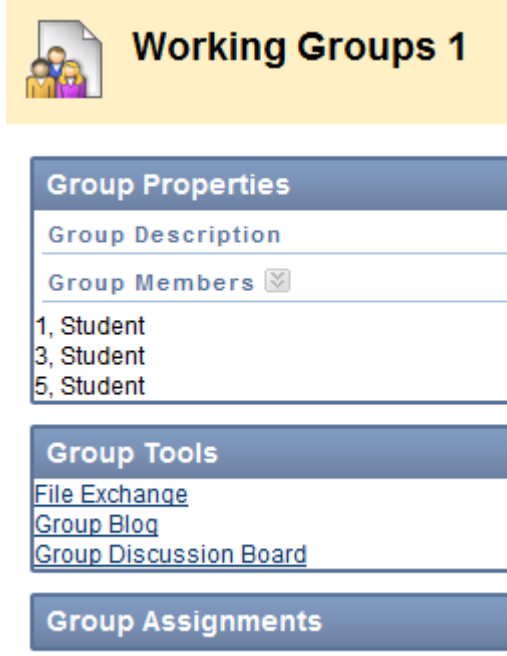


ACCESSING YOUR GROUP IN BLACKBOARD

How Students Access the Group Tools

<p>Step One</p> <p>When students log on to their course they will see My Groups just below their course menu.</p>	 <p>A screenshot of the Blackboard course menu. The menu is open, showing options like Home Page, Announcements, Assessments, Assignments, and Messages. Below these, the 'My Groups' section is highlighted with a red rectangular box. The 'My Groups' section shows 'Working Groups 1' with a double arrow pointing to the right.</p>
<p>Step two</p> <p>To access their group tools, they click on the double arrow pointing to the right.</p>	 <p>A screenshot of the 'My Groups' section in Blackboard. The 'Working Groups 1' link is visible, and a red rectangular box highlights the double arrow pointing to the right next to it.</p>
<p>Step three</p> <p>This will open their group page where they can see who is in their group.</p> <p>To access any of the group tools, they click on the hyperlink for that tool.</p>	 <p>A screenshot of the 'Working Groups 1' page in Blackboard. The page has a yellow header with the group name and a group icon. Below the header, there are three main sections: 'Group Properties' (containing 'Group Description' and 'Group Members'), 'Group Tools' (containing links for 'File Exchange', 'Group Blog', and 'Group Discussion Board'), and 'Group Assignments'.</p>